

**JOB DESCRIPTION**

QUALITY MANAGEMENT SYSTEM

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|  | Approved |
|  | Chief of Board Apparatus |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ N. N. Sakhanov |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_ |

**EDUCATIONAL MASTER OF THE MILITARY DEPARTMENT**

**Non-profit joint stock company “Toraighyrov University”**

**Pavlodar**

**2024**

**Preface**

1. **DEVELOPED** by the working group.
2. **DEVELOPERS**
   1. Working group leader: Tokin B. B. - head of the military department, reserve colonel
   2. Kesenbaeva Z. S. - head of department
3. **INTRODUCED** byHR service
4. **APPROVED** bydecree № \_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_20\_\_
5. **PUT INTO EEFECT** since \_\_\_\_\_\_\_\_\_\_\_20\_\_
6. **INTODUCED TO REPLACE** JD QMS 2.7-03-17/03
7. **EXPERT GROUP**
   1. Head of the expert group: Sabitova R. S. - head of the legal support and public procurement department.
   2. Zhakisheva A. E. - director of HR service.
   3. Bayakhmetova G. S. - quality engineer of the office of strategy and quality management system.
8. **INSPECTION FREQUENCY** of the job description - once every 3 years

**1 General provisions**

1.1 The educational master of the military department belongs to the category of educational support personnel.

1.2 The educational master of the military department is accepted and dismissed from the position by order of the Chairman of the Board - Rector of the Non-profit joint stock company “Toraighyrov University” (hereinafter - NJSC) on the recommendation of the head of the military department.

1.2 The position of educational master is appointed to a person with a higher (or postgraduate) education, without any work experience requirements.

1.3 The educational master of the military department reports directly to the head of the military department.

1.4 The educational master of the military department must know and be guided by:

- The constitution of the Republic of Kazakhstan (hereinafter – RK)

- Constitutional Law of the Republic of Kazakhstan "On State Symbols of the Republic of Kazakhstan" dated June 4, 2007;

- Labor Code of the RK dated November 23, 2015;

- Law of the RK “On education” dated July 27, 2007;

- Law of the RK “On combating corruption” dated November 18, 2015;

- Law of the RK “On crime prevention” dated April 29, 2015;

- Law of the RK “On state secrets” dated March 15, 1999;

- Law of the RK “On science” dated Februrary 18, 2015;

- Law of the RK “On languages in the Respublic of Kazakhstan” dated July 11, 1997;

- Law of the RK “On state procurements” dated December 4, 2015;

- Law of the RK “On state property” dated March 1, 2011;

- Order of the Minister of Defense of the Republic of Kazakhstan dated July 24, 2017 No. 375 “On approval of the Rules for military training for the program of reserve officers and reserve sergeants”;

- Order of the Minister of Defense of the Republic of Kazakhstan dated April 5, 2019 No. 219 On amending the Order of the Minister of Defense of the Republic of Kazakhstan dated July 24, 2017 No. 375 “On approval of the Rules for military training for the reserve officer program”;

- Order of the Minister of Defense of the Republic of Kazakhstan dated January 27, 2020 No. 39 On amending the Order of the Minister of Defense of the Republic of Kazakhstan dated July 24, 2017 No. 375 “On approval of the Rules for military training for the reserve officer program”;

- Charter of NJSC " Toraighyrov University";

- Internal regulations of NJSC " Toraighyrov University";

- Mission, Policy and Goals of NJSC " Toraighyrov University";

- Development program of NJSC " Toraighyrov University" for 2023-2029;

- Organizational and administrative documents of NJSC " Toraighyrov University";

- goals of the military department;

- Regulations on the military department;

- Presented job description;

- basic military and professional knowledge;

- Code of Conduct;

- rules and regulations of labor protection, safety and fire protection.

1.5 During the absence of an educational master (illness, vacation, business trip), his duties are performed by a person appointed by order of the head of the military department.

**2 Job responsibilities**

**2.1 Main directions of work**

2.1.1 Provides assistance in teaching students practical skills in working at training stands and using testing tools.

2.1.2 Organizes the preparation of workplaces, manufactures the necessary equipment.

2.1.3 Ensures installation and installation of equipment, its inclusion in the educational process.

2.1.4 Produces visual aids, stands, posters, and ensures the aesthetics of the military department. Prepares tools, materials, teaching aids, literature for classes, ensures the operation of technical equipment during classes.

2.1.5 Performs individual official assignments of his immediate supervisor.

2.1.6 Performs job duties in accordance with the employment contract and this job description.

2.1.7 Ensures compliance with established requirements, current norms, rules and standards.

2.1.8 Complies with the requirements of current legislation, regulations.

2.1.9 Complies with the established procedure for storing material assets and documentation and bears responsibility for them.

2.1.10 Complies with the prevention of corruption risks in the activities of the military department.

2.1.11 Promptly undergoes fluorographic examination to obtain permission to work.

2.1.12 Complies with the requirements of internal regulatory documents of NJSC "Toraighyrov University” and the current legislation of the Republic of Kazakhstan.

2.1.13 Complies with labor discipline.

2.1.14 Complies with labor safety, fire safety and industrial sanitation requirements in the workplace.

2.1.15 Takes good care of the property of the military department.

**3 Rights**

Educational master of the miliary department has the right to:

1) ensure proper conditions for carrying out professional activities;

2) protection of intellectual property in the form of tangible assets (scientific, methodological works, patents, intellectual property certificates, software, educational and information technologies, etc.), which serve as a source of educational and economic activity of NJSC " Toraighyrov University";

3) interact with employees of structural divisions of NJSC " Toraighyrov University" on issues of the educational process;

4) submit proposals for improvement of the activities of the military department for consideration by the management;

5) improve his qualifications in areas of professional activity.

**4 Responsibility**

Educational master is responsible for:

* proper performance or non-performance of one’s official duties as provided for in this job description;
* violation of the Internal Regulations of NJSC "Toraighyrov University";
* disclosure of information intended for official use of NJSC " Toraighyrov University";
* committing offenses defined by the current legislation of the RK in the process of carrying out his activities;
* causing material damage to NJSC "Toraighyrov University" defined by the current legislation of the RK;
* availability and contents of internal documents of educational programs of the military department;
* use of the material and technical base of the military department for purposes other than its functional purpose;
* violation of rights and non-compliance with norms of pedagogical ethics;
* failure to comply with the rules and regulations of labor protection, safety and fire protection;
* failure to ensure safe working conditions during training sessions in premises assigned to the military department;
* execution of oral and written instructions from management.

**5 Interconnections**

5.1 Educational master of the military department directly interacts with the teaching staff of the military department.

5.2 Interaction with other officials and departments is carried out with the participation of the heads of the relevant departments.

**Appendix A**  
(required)

F CS QMS 4.01.6/01

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| **APPROVAL SHEET** | | |
| Position, Full Name | Date of Approval | Signature |
| Member of the Board - Vice-Rector for Academic Affairs,  P. O. Bykov |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) |
| Director of HR,  A. E. Zhakisheva |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) |
| Acting Head of DLSPP ,  R. A. Sabitova |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) |
| Regulatory Document Control: Quality Engineer and Quality Management System G. S.Bayakhmetova |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) |

**Appendix B**  
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F CS QMS 4.01.6/02

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| **ACKNOWLEDGEMENT SHEET** | | |
| Full name of the person who has read the document | Date of familiarization with the document | Signature |
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**Appendix C**  
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| **ACCOUNTING SHEET FOR PERIODIC INSPECTIONS** | | | | |
| Order number and date | Check result | Date of entry | Full name of the person who made the entry | Signature of the person who made the entry |
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**Appendix D**  
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F CS QMS 4.01.6/04

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| **THE LIST OF REGISTRATION OF CHANGES AND ADDITIONS** | | | | | |
| The sequence number of the change | The basis (no., date of the order) | Date of introduction of the change | Date of the change | Full name of the person who made the change | Signature of the person who made the change |
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